

**QUARTERLY STAKEHOLDER MEETING MINUTES
HAMPTON, NH STORMWATER MANAGEMENT PLAN
FEBRUARY 1, 2006**

1. Introductions – In attendance:

Dave Spainhower	Town of Hampton – Public Works
Jamie Steffen	Town of Hampton – Planner
Kristie Rabasca	Edwards and Kelcey
Christine Rinehart	Edwards and Kelcey

2. Comments on prior Meeting Minutes

- Handed out a copy of prior Meeting Minutes. There were no comments.

3. Review of Year 3 Goal Status

Public Education

1A. General Public Education Brochure

- Aquarion Water Company printed 500 door hangers on yellow cardstock (November 2005). The DPW received approximately 250 door hangers from A. Torrey. These door hangers are being handed out whenever they are doing catch basin cleaning. Approximately 8-10 are handed out in the immediate area of each catch basin.
- The door hanger needs to be posted on the DPW Webpage and Channel 22.
- Update from J. Croteau (via email): He received approximately 250 door hangers that will be distributed by the science club between now and the spring.

1C. Classroom Education

- Update from J. Croteau (via email): He mentioned that A. Torrey may be making himself available to visit classrooms in both the middle and high school. A. Torrey is preparing an informational letter as to what he is able to provide for classrooms. J. Croteau and A. Torrey met to discuss ideas. Neither J. Croteau nor A. Torrey were in attendance at this meeting to provide details of their meeting.

Public Participation

2C. Quarterly Stakeholder Meetings

- Next Meeting Date: Thursday April 13 or Tuesday April 18, 2006 at 2:30 p.m. ACTION ITEM: EK will send out an email with these two dates (completed 2/8/06).

2D. Seacoast Beach Clean-up Day

- The coastal cleanup did occur between 9/10/05 and 10/3/05. Hampton Beach and Hampton Beach State Park were cleaned as the student cleanup on 9/16/05 with 450 volunteers collecting over 650 pounds of trash, including over 35,000 cigarette butts. ACTION ITEM: EK to check with Doug to see if the Town assisted with the rubbish cleanup (completed 2/8/06).

Illicit Discharge Detection and Elimination

3A. Storm Sewer System Map

- Status on the prospects of having an intern this year. ACTION ITEM: EK to ask Doug if the Town will be hiring an intern (completed 2/8/06).

3B. Sewer Ordinance Revision

- The Sewer Ordinance will go before the Town at the annual Town Meeting in March 2006. ACTION ITEM: EK picked up a copy of the 2006 Town Warrant, and will check to see if the sewer ordinance is on it (completed 2/6/06).
 - The Sewer Ordinance was not included on the 2006 Town Warrant. It must get on the Warrant for next year or fines may be pending.
- Public Education is necessary to promote passage of the Ordinance. The first session of the Annual Town Meeting is scheduled for Saturday February 4, 2006.
- Need details of public notice activities for this meeting to fulfill BMP 2A Follow Public Notice Requirements.

3C. IDDE Tracking Program

- D. Mellin was going to print the EK catch basin door hangers on thicker paper to make them more effective. This has not been done yet. The catch basin cleaning crews have been handing out the Science Club door hangers that Aquarion Water Company printed up instead.
- Tracking Program
 - D. Spainhower would like to eventually use GIS to track IDDE issues, however D. Mellin is the only person who has GIS, and the unique identifiers for the catch basins and outfalls have been lost (and the GIS system is Version 3.2), J. Steffen has ArcView, but the assessor is the only staff who knows how to use it. It is not feasible at this time to use GIS to track IDDE.
 - The tracking system as of now is that any public works employees who observes an illicit discharge notifies D. Spainhower who in turn tells Doug, or follows up on it himself. There is no official tracking system at this time. D. Spainhower was going to keep a log of illicit discharges; however there have been no issues since we last met in September 2005. EK showed D. Spainhower a draft tracking sheet. It was decided to not use a logging number but to use dates instead. ACTION ITEM: C. Rinehart is to update table, and send a blank copy to D. Spainhower for his and other appropriate parties' use (completed 2/8/06).

3D. IDDE Education Program

- Seacoast Coalition

3E. IDDE Hotline Publicity

- EK sent D. Mellin files for the Stormwater Information webpage content on 9/28/05. EK handed the webpage content, on a CD, to Paul Paquette (Network System Engineer). The stormwater information has been posted on the Public Works webpage.

3F. Continue Annual Household Hazardous Waste Collection Day

- No one in attendance at the meeting knew the date of the 2006 Household Hazardous Waste Collection Day. ACTION ITEM: EK will ask D. Mellin the date of the collection day (completed 2/8/06).

Construction Site Runoff Control

4A. Sediment/Erosion Control Ordinance Memo

- Year 3 goal to adopt changes. There was no update on this BMP. ACTION ITEM: K. Rabasca will send seven copies of the Sediment/Erosion Control Ordinance Memo with a cover letter to J. Steffen for the Planning Board.
- K. Rabasca can attend a Planning Board meeting to discuss the sediment/erosion control ordinance chances if necessary.

Post Construction Runoff Control

5. Revise Existing Ordinances

- This BMP may be postponed to next year to complete BMP 4A first.
- A. Torrey maintenance issue (A. Torrey not in attendance – item not discussed).
 - A. Torrey mentioned via email on 2/8/06 that the issue has been resolved.

Pollution Prevention/Good Housekeeping in Municipal Operations

6E. Pursue funding to replace catch basin cleaning apparatus

- Status on funding for new catch basin cleaning truck. The DPW has selected a truck, was approved for the \$50,000 grant, and found enough funding from the Town that the truck is in the process of being purchased.

4. Update on Seacoast Coalition Meetings

- The most recent Seacoast Coalition Meeting was held on Tuesday January 31, 2006. Portsmouth on behalf of the Seacoast Coalition is the recipient of a grant from the NH Estuaries Project/DES to create a Municipal SOP Manual based on the Maine Manual. Volume 1 of the Maine SOP was reviewed for comment.
- The next Seacoast Coalition Meeting will be held on Tuesday February 7, 2006 to continue reviewing the Maine Manual.
- Save the date for Tuesday May 9, 2006 for the 1st Annual N.H. Statewide Regional Stormwater Meeting (see attached).